

LIBRARY ASSISTANT I

DISTINGUISHING FEATURES

The fundamental reason the Library Assistant I exists is to provide a variety of para-professional library work and technical duties in one or more of the areas of the Library. Assignments include: customer assistance & service, circulation, youth services, technical services, adult services, or Southwest Room in the Library Division of the Community Services Department. This classification is not supervisory but can provide lead supervision as needed. Work is performed under general supervision by a Supervising Library Assistant or Library Coordinator.

ESSENTIAL FUNCTIONS

Acquires library material; orders and files claims for continuations. Maintains the accounting records/statistics for budget control and use by the material selection committee; acts as liaison and coordinates information between committee and City Purchasing; orders supplies and types requisitions for materials; handles transactions with vendors.

Assists customers in person or over the phone handling complaints and/or explaining policies and procedures. Issues library cards by inputting information into computer and explaining policies; processes and discharges library materials using a wand to read a bar code, slides materials across and de-sensitizer and using a computer keyboard, tears off receipt, etc. requiring continuous and repetitive hand/eye movement. When books are returned, materials are reactivated using same equipment. Bends and stoops to lift and carry library materials; stacks books on carts; pushes carts. Collects fines, makes change and operates a cash register.

Provides lead supervision when needed in absence of supervisor; is familiar with library procedures; is able to train staff and volunteers on job duties; supervises volunteers; supports teamwork; assists and/or prepares schedules for service desks.

Performs data entry tasks for computerized databases; files updates for specialized information files or publications.

Searches, edits, and catalogs records for library materials on OCLC under professional supervision.

Sorts, separates and arranges materials alphabetically and numerically in prescribed manner.

Assists in planning and implementation of children's storytimes and other library programs. Communicates in front of large groups of children or adults.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Library policies, procedures, methods, materials, and practices.
Effective customer service procedures
Provide lead supervision as needed.

Ability to:

Perform detailed work and use computer requiring continuous and repetitive hand/eye movement.
Communicate library policies, procedures, methods, materials, and practices.
Collect fines and make change; operate a cash register.
Sort, separate and arrange materials alphabetically and numerically.
Maintain clerical records.
Bend and stoop to carry library materials short distances.
Stack materials on cart
Push heavy cart containing various library materials.
Re-shelve materials.
Operate wand, computer, and de-sensitizer on a continuous and repetitive basis.
Effectively listen and communicate both verbally and in writing.
Establish and maintain effective working relationships with co-workers, other City staff, and the general public.
Work independently and prioritize tasks.
Perform in a leadworker capacity.
Be team player
Develop schedules
Observe staff to ensure conformance to standards
Operate a personal computer and a variety of office machines including fax, copy machine, computers, and telephone requiring visual and muscular dexterity for extended periods of time.
Maintain regular consistent attendance and punctuality.
Assists customers in person or over the phone
Effectively handle complaints and/or explaining policies and procedures
Issues library cards by inputting information into computer and explaining policies; process and discharge library materials using a wand to read a bar code, slide materials across and de-sensitizer and use a computer keyboard, tear off receipt, etc. requiring continuous and repetitive hand/eye movement.
Return and reactivate materials.

Education & Experience

Two years of college coursework in Information Science, Liberal Arts or related field and one year of library work experience including public service contact and/or supervision experience. A Library Technology degree is desirable.

FLSA Status: Non-exempt

HR Ordinance Status: Classified